United Nations ST/IC/2005/67

Secretariat

30 December 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2006 competitive examinations for Chinese-language verbatim reporters, editors and translators**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take one or more of the following competitive examinations in 2006, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998:

(a) Competitive examination for Chinese-language verbatim reporters;

(b) Competitive examination for Chinese-language editors;

(c) Competitive examination for Chinese-language translators.

2. Competitive examinations for Chinese-language verbatim reporters, editors and translators will be held tentatively at the end of April in Beijing, Geneva, New York, Vienna and other locations according to the number and location of qualified candidates convoked for the examinations. The purpose of these examinations is to establish rosters from which present and future vacancies for Chinese-language verbatim reporters, editors and translators will be filled. When vacancies arise in a service, successful candidates will be recruited from the roster for that service, subject to its requirements in terms of expertise and language combinations.

3. The examinations are open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of these examinations. Such candidates, if successful, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful and are selected for inclusion in one or more of the rosters will be assigned to fill vacancies for Chinese-language posts as they arise in the language services in New York, Geneva, Vienna, Nairobi and Bangkok. Assignments are subject to rotation and successful candidates

* Expiration date of the present information circular: 30 December 2006.

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may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Successful candidates are expected to serve a **minimum of five years** in language posts. The assignment of staff members of the United Nations who are successful in the examinations and are selected to fill vacancies will be subject to the conditions set out in paragraphs 14 to 17 below.

4. Staff members of the Secretariat applying for the examinations must:

(a) Have Chinese as their main language;[1]

(b) Have a perfect command of Chinese and an excellent knowledge of English or French.[2] Knowledge of other official languages of the United Nations will be regarded as an asset. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should either attach to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold at least a three-year first-level university degree;

(d) Attach to the application form, which must be filled out in English, a one-page essay in Chinese (approximately 500 words) on the importance of working for the United Nations. Candidates are expected to have knowledge of word-processing.

5. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who are over the age of 56 by the deadline for submission of applications will not be eligible to sit for the examinations. There is no age limit for full-time staff members serving on 100-series appointments.

6. The requirement of a university degree mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Chinese, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

7. All applications will be reviewed by the Board of Examiners. In instances where a large number of applications are received, the Board reserves the right to admit to the examinations only the most qualified candidates based on a review of the qualifications that are over and above the minimum criteria set out in paragraph 4. All applicants will be notified of the Board's decision in respect of their applications. **The Board's decisions are final.**

8. The written examination for verbatim reporting candidates will consist of four papers:

(a) Translation of an English text into Chinese (one hour and a half). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers marked;

(b) Translation into Chinese of an English transcript of a speech delivered in another official language (one hour and a half);

(c) Editing of and making all necessary logical and stylistic corrections to an original Chinese text (one hour);

(d) Translation into Chinese of a text in French, Spanish, Russian or Arabic (one hour). Though this paper is optional, it should be noted that the language abilities demonstrated will be considered in the overall evaluation of candidates.

9. The written examination for editing candidates will consist of four papers:

(a) Editing of a general text in Chinese (two hours). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers marked;

(b) Editing of a text in Chinese to bring it into line with a text edited in English (one hour and a half);

(c) Translation of a general text from English or French into Chinese (one hour);

(d) Summary of a Chinese text (one hour).

10. The written examination for translation candidates will consist of four papers:

(a) Translation into Chinese of a general text in English or French (one hour and a half). It should be noted that this paper is eliminatory. Only those who are successful in this paper will have their other papers marked;

(b) Translation into Chinese of a text in English or French, to be chosen by the candidate from a total of three specialized texts (economic, legal or scientific/technical) (one hour);

(c) Translation into English or French of a general text in Chinese (one hour and a half);

(d) Translation into Chinese of a general text in English, French, Spanish, Russian or Arabic (one hour). Candidates who have selected French for examination paper (a) will be required to select the English text for translation; this paper will be mandatory for those candidates. For all others, though this is an optional paper, the language abilities demonstrated will be considered in the overall evaluation of candidates.

11. The use of dictionaries or any other reference material will **not** be permitted during the examinations. Similarly, candidates may not use personal computers to prepare their papers.

12. On the basis of the results of each written examination, the Board of Examiners will invite selected candidates to an interview. The Board will interview each candidate to assess general knowledge, professional experience and knowledge of the United Nations and current events. Candidates may also be required to take some additional short tests at the time of the interview (including a computer skills test). The interview is an integral part of the examination process. Therefore, candidates who are invited for an interview **should not** assume that they will automatically be offered an appointment.

13. On the basis of the overall results of the examinations, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the relevant roster. All candidates admitted to the examinations will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores or results. Candidates who have been successful in more than one examination and are appointed to a function will be eligible to transfer at a later stage to a different function for which they have also passed the examination.

14. Staff members selected to fill vacancies will be assigned as Chinese-language verbatim reporters, editors or translators for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels. During the trial period, following on-the-job training if necessary, successful candidates will be expected to be able to use computer workstations.

15. Successful candidates in translation assigned directly to duty stations away from Headquarters will normally be required to spend the first six months of their trial period in the corresponding service at Headquarters.

16. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who successfully complete the trial period and are recommended by the Department of General Assembly and Conference Management and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who successfully complete the trial period will be confirmed in their functions at the P-3 level. Staff members on fixed-term appointment will be eligible to be considered for permanent appointment subject to the requirements of the staff rules in force. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

17. In accordance with the needs of the service/section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

18. Staff members applying for the examination should complete the attached form and submit it together with a copy of the P.11 or PHP form and the essay mentioned in paragraph 4 (d), **no later than** 7 February 2006, to:

2006 competitive examinations for Chinese-language verbatim reporters, editors and translators
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575(E)

United Nations Secretariat
New York, NY 10017
United States of America
Fax No.: (1-212) 963-3683
E-mail: OHRM_exam@un.org

Applications received after the above deadline will not be considered. To the extent possible, applicants are strongly encouraged to submit their applications early and, preferably, by e-mail. Applications may be sent by fax or mail. Incomplete applications, including those without the essay, will **not** be considered.

19. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications to the Division for Organizational Development of the Office of Human Resources Management through the chief administrative officer or director of the United Nations information centre of their respective duty stations by 7 February 2006, the deadline for receipt of applications in the Examinations and Tests Section.

Notes

[1] "Main language" is to be understood as the language in which the candidate is best able to work. Candidates' claims to Chinese as their main language must be supported by relevant documentation in their official status files.

[2] Candidates claiming an excellent knowledge of French are also required to have a good working knowledge of English.

Application (for staff members of United Nations Secretariat only)

2006 competitive examinations for Chinese-language verbatim reporters, editors and translators

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please complete an up-to-date P.11 or PHP form, and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in the areas of verbatim reporting, editing and translation, if any.

Applications submitted without a P.11 or PHP form or without the one-page essay in Chinese mentioned in paragraph 4 (d) will NOT be considered.

Please indicate the examination(s) for which you are applying. Your application will not be considered if this part of the application is not completed.

☐ (a) Competitive examination for Chinese-language verbatim reporters;

☐ (b) Competitive examination for Chinese-language editors;

☐ (c) Competitive examination for Chinese-language translators.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

I have read information circular ST/IC/2005/67 and I understand that, if I am successful in the 2006 competitive examinations for Chinese-language verbatim reporters, editors and translators and recommended for inclusion in the roster, my assignment as a Chinese-language verbatim reporter, editor or translator will be subject to my acceptance of the conditions of service indicated in paragraphs 14 to 17 of that circular.

Date _____ Signature _____

Notes

[a] "Main language" is to be understood as the language in which the candidate is best able to work. Candidates' claims to Chinese as their main language must be supported by relevant documentation in their official status files.